

CHARTER OAK STATE COLLEGE
JOB OPPORTUNITY
DISABILITY SPECIALIST (Part-Time)

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public

Location: 55 Paul J. Manafort Drive, New Britain, CT 06053

Salary: \$27.98/hourly-(Part-time 19 hrs/weekly)

Closing Date: November 20, 2014

General Knowledge: Knowledge of laws pertaining to people with disabilities including ADA and Section 504; Ability to coach, instruct, and support individual students with disabilities to facilitate the development of self-advocacy skills, effective time management, and learning strategies; Ability to reason/analyze; maintain confidentiality; and demonstrate patience and understanding; Ability to show initiative, multi-task and organize workflow and handle frequent interruptions.

Preferred Skills and Ability: Knowledge of laws pertaining to people with disabilities including ADA and Section 504. Up-to-date knowledge of technology that supports online learning for students with a variety of disabilities; Ability to be attentive to details, accurate, and precise; Ability to convey trust, warmth and calm over the phone and through email; Ability to reason/analyze; maintain confidentiality; and demonstrate patience and understanding; and Ability to show initiative, multi-task and organize workflow and handle frequent interruptions; Knowledge of online learning is preferred.

Special Knowledge: See above

Position Summary:

Evaluate student's documentation in support of requested academic accommodations; conduct intake interviews and interact with the student and relevant College personnel to craft appropriate academic accommodation(s) for the student based on Section 504 and ADA and best practices; Coach, instruct, and support individual students with disabilities to facilitate the development of self-advocacy skills, effective time management, and learning strategies; Collaborate with faculty and staff to analyze, problem-solve, and establish appropriate accommodations; Confer with service providers when necessary; Transfer records to online storage and maintain meticulous records; Participate in professional development to remain current in the Disability Services field; and other duties assigned by supervisor.

Special Experience:

Substitution Allowed: N/A

Eligibility Requirement: Bachelor's degree (Master's preferred) in Special Education, Education, Psychology, Counseling or a directly related field from a regionally accredited college or university. One year of professional experience in a directly related field. Knowledge of online learning is preferred.

Apply: See complete job description at <http://www.charteroak.edu/AboutUs/Employment> and apply with cover letter and resume by November 20, 2014. No phone calls, please.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.